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Mature Student Qualifying Programme

Mature Student Qualifying Programme

SIR GEORGE WILLIAMS UNIVERSITY
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H3G 1M8

Introduction. 3
Admission 3
Registration Procedure 6
Examinations and Advancement 7
Fees. 9
Guidance Services. 11
Student Life 13
MSQP Programme 17
Courses 20

INTRODUCTION

Aims

In keeping with the traditional open policy of Sir George Williams towards older students, the Mature Student Qualifying Programme is designed to enable students who are twenty-one years of age or older to prepare themselves for entry to the new post-CEGEP undergraduate programme. The university assumes that the age of the students will have allowed them to acquire informally some of the general education given to younger students in CEGEP, and as a result the Mature Student Qualifying Programme concentrates on the knowledge and skills which will be needed to tackle a given undergraduate programme.

MSQP Studies

Successful completion of the appropriate qualifying courses (36 credits) will make the student admissible to the corresponding undergraduate programme. The Mature Student Qualifying Programme is offered for part-time students. Under special arrangements a mature student may take the qualifying courses as a full-time student.

Students completing the Mature Student Qualifying Programme who wish to proceed to the first undergraduate year are required to apply for admission to their intended area of course specialization in accordance with the prescribed application deadline dates. Application forms are available from the Office of Admissions. Once admitted to an undergraduate programme, the mature student is considered in every way a regularly admitted student of Sir George Williams University.

ADMISSION

Inquiries

Initial inquiries may be made through the Admissions Office, Monday to Thursday 9:00 a.m. to 8:00 p.m. and Friday 9:00 a.m. to 5:00 p.m. The Office is located in the Norris Building at 1435 Drummond Street, Room N-220.

Telephone: 879-4280 or 879-5955

Assistant Registrar and Director of Admissions
Thomas E. Swift

Assistant Director of Admissions
Lynne Prendergast

Admissions Officer
Linda Durkee

Admissions Interviewer
Sally Anderson

Age Requirement
Candidates will be admitted on the basis of their age to the Mature Student Qualifying Programme. To enter the M.S.Q.P. candidates must be at least twenty-one years of age within the calendar year in which they enter the programme. The M.S.Q.P. programmes are outlined on Page 17. Candidates who become at least 25 years of age within the calendar year in which they enter the M.S.Q.P. may qualify for undergraduate studies under a special Mature Entry Plan. (See page 19.)

Procedure

Application form
Copies of the form are available from the Admissions Office.

Proof of age
A birth certificate or other acceptable proof of age must be submitted in support of the application for admission.

Dates of application
It is recommended that application for admission be made as early as possible on forms provided by the Office of Admissions. Academic certificates and other supporting documents not available at the time of application must be submitted as soon as they become available.

Dates of Entry for New Mature Student Qualifying Programme Students
Students are admitted as Evening students to the Summer Session (June to August) and to the Winter Session (September to April) in June and September respectively.

Dates for Receipt of Applications
Applications for admission to the Mature Student Qualifying Programme must be received by the Office of Admission prior to the following dates:

Summer Session (June to August): April 15
Winter Session (September to April): August 15

Admission with Advanced Placement
Applicants who have attended a Senior Matriculation programme, college, university and/or other equivalent institutions of higher learning are required to have their records of study submitted to the Office of Admissions even though no credits may have been earned at an institution. *Two* copies of each transcript are required. Former CEGEP, university, and other such transcripts are not to be submitted by the student but must be sent directly to this office from the Registrar of the previous institution. Although an applicant's records from several institutions may be summarized on one transcript, an applicant will not be considered until two official transcripts from each institution attended have been received. Readable photocopies of Senior Matriculation Certificate results are acceptable.

Each request for transfer credits will be considered on its own merits. It should be noted that certain conditions are attached to the granting of credits for courses completed elsewhere.

Language Proficiency
Non-English students who are entering a programme calling for a required English course must take the University language diagnostic test prior to registration in order to determine the English course best suited to their needs.

Non-English students entering a programme which does not have a required English course are not obliged to take the language diagnostic test. However, they are encouraged to do so as they may wish to enroll in an English course that would be helpful to them.

Non-English students may repeat English 100 or English 101 once only. If unsuccessful on repetition of the course, they will substitute a course in another discipline. No further English courses will be required of them.

Criteria for Admission
Applicants to the Mature Student Qualifying Pro-

gramme are not usually required to write entrance tests.

Additional Information

1. Students registered in the 36 credit qualifying programme (Mature Student Qualifying Programme) will have the option, on reaching their 25th birthday, of profiting from the provisions of the Mature Entry Plan (25 and over).

2. Courses completed as part of the qualifying programme (Mature Student Qualifying Programme) will not be transferred to the undergraduate programme.

3. Those admitted to the Undergraduate programme under the Mature Entry Plan will not be permitted to apply for any pro tanto credits in the undergraduate programme on the basis of any former records of study which would normally be used as a basis for admission.

Administrative Structure

There is no separate administrative structure for the Mature Student Qualifying Programme. Each faculty is responsible for its own programme and each academic department for the courses which it offers.

REGISTRATION PROCEDURE

A. New M.S.Q.P. students are eligible to register for courses provided they have fulfilled all admission requirements and have been formally notified of acceptance. The letter of acceptance will contain information regarding registration.

B. At registration students must present themselves in person, at the time specified on the Registration Appointment Card.

C. Students who wish to discuss their course selections and programmes of study may do this during the registration period or prior to this period by arranging an appointment with an admissions officer (879-4280 or 879-5955).

D. Payment of tuition fees is included with the registration process in conjunction with the Office of the Treasurer.
(For fees, see page 9.)

E. Students will be issued an identification card upon registration.

Course Changes, Additions, Withdrawals

Students may withdraw from a course or from the university without academic penalty prior to the deadlines indicated below. They are required to notify the Records Office in person or in writing and give their reasons for withdrawing. Students must present the copy of their registration contract when making course withdrawals, changes or additions. Failure to attend classes or notification to instructors does not constitute a formal withdrawal from the university.

Final withdrawal date for first-term 3 credit courses is November 1. Final withdrawal date for 6 credit courses and second-term 3 credit courses is March 1. Evening Summer Session course withdrawals must be effected by July 3. For procedures covering financial adjustments, see Fees.

Six-credit courses

Course and section changes must be effected by September 20. Evening Summer Session course and section changes must be effected by June 7.

Three-credit courses

For the first term and second term, changes must be effected within the first week of classes in the appropriate term, although second-term courses may also be added during the course change period immediately following fall registration. Note that no half term course may be added after the first week of classes in the appropriate term. Evening Summer Session course changes must be effected by June 7.

NOTE: Section changes are considered course changes and will thus be assessed.

EXAMINATIONS AND ADVANCEMENT

Examinations:

Student Identification cards must be presented for admission to all examinations, including supplementals.

The final grade which assesses the performance of each student in each course will take into account the total measurable performance of the student in that course. Specifically, the grade will be given on the basis of one or more of the following:

1. Assigned work, term papers, projects, etc.
2. Class participation, which in the case of certain disciplines may justify an attendance requirement.

3. Progress tests.
4. Laboratory tests and/or laboratory work.
5. Mid-term and/or final examinations.

Where appropriate, a level of written expression may be given consideration in determining the final grade.

Grading System
Grades are awarded according to the following system:

Passing Grades
A Excellent
B Very Good
C Acceptable
D Marginal
S Credit (late completion of term work or passed supplemental examination)

Failing Grades
Failed Course-may write supplemental examination if eligible according to failure regulations.

FNS — Failed Course - no supplemental examinations is set for this course.

Inc — Term work incomplete - many complete term work it eligible according to failure regulations.

Abs — Absent from final examination - may write supplemental examination if eligible according to failure regulations.

F-Inc — Failed course, term work incomplete - may write supplemental examination and complete term work if eligible according to failure regulations.

Abs-Inc — Absent from final examination, term work incomplete - may write supplemental examination and complete term work if eligible according to failure regulations.

R — Failed courses or absent from examinations, term work incomplete and/or unsatisfactory attendance where applicable - must repeat course for credit if permitted by failure regulations.

All grades remain permanently on the records. All final grades (including F, R, Inc., Abs. whether cleared later or not) are reported on transcripts.

the sense organs and nervous system, perception, learning, memory, motivation and the basic needs, emotional reactions, personality development, adjustment and integration, abnormal personality, mental abilities and aptitudes, social aspects of behaviour and the applications of psychology. (6 credits)

Social Science

Social Science 101
Mass Media and Society
This course will study the history and contemporary communication systems and their effect on society. The press and broadcasting will be explored and emphasis will be placed on news reporting, propaganda, etc. The course consists of televised lectures, reading assignments, and class discussions. (3 credits)

Social Science 102
Public Communications in Canada
This course will study the history and development of Canadian broadcasting and the part it has played in the growth of the nation. Televised lectures, reading assignments and class discussions. (3 credits)

Social Science 110
General Course in the Social Sciences
This course has a dual purpose: to introduce the student to some of the basic concepts and subject matter the various social sciences and to demonstrate their interrelation; and to provide the student with some knowledge of contemporary society and the social problems which confront it. (6 credits)

Sociology

Sociology III
Introduction to Sociology
Folkways, mores, roles, status, institutions, and culture are the chief concepts discussed. Personality formation, personal disorganization and social change also are dealt with, as are theory, past and current research and historical background. (6 credits)

FACULTY OF SCIENCE

Biology

Biology 101
General Biology I
A survey of the general principles of biology; chemical basis of life, cell organization and control,

elements of anatomy, physiology, morphogenesis, heredity and evolution. Lectures and laboratories. (3 credits)

Biology 102
General Biology II
Prerequisite: Biology 101. Cell Biology, elementary biochemistry, developmental biology, physiology and genetics. Lectures and laboratories. (3 credits)

Chemistry

Chemistry 101
General Chemistry I
States of matters. Atoms, elements and isotopes; atomic structures. The electronic structure of atoms. The Periodic Table and chemical bonding. Ions in solution. Lectures, tutorials and laboratories. (3 credits)

Chemistry 102
General Chemistry II
Covalent compounds. Chemical reactions: mechanism and kinetics. Special topics; oriented either to the biological sciences, biochemistry and chemistry, or to the physical sciences, engineering and computer sciences. Lectures, tutorials and laboratories. (3 credits)

Geology

Geology 113 (N-213)
Introductory Geology I: Earth Materials
An elementary study of minerals, igneous, metamorphic and sedimentary rocks and their structures; fossils, soils, mineral resources, ground water; their origin and economic significance. Laboratory work deals mainly with methods of identification of minerals, rocks and fossils; field trips to points of interest in Montreal area. Lectures and laboratory. (3 credits)
NOTE: Students who have credits for Geology N-211, or 211 or CEGEP 901 or the equivalent may not take this course for credits.

Geology 114 (N-214)
Introductory Geology II: Earth Processes
Prerequisite: Geology 113. Elementary treatment of the internal and external geological processes which shape the earth's surface, including the concept of plate tectonics; specualtions on the origin of the earth and life. Laboratory work includes interpretation of topographic and geological maps. Lectures and laboratory. (3 credits)
NOTE: Students who have credits for Geology N-211, or 211, or CEGEP 901 of the equivalent may not take this course for credits.

Geology 131 (N-231)
Mineralogy
The study of the physical properties of minerals; their chemical properties; descriptive and determinative mineralogy; crystallography; various classes of symmetry. A few field trips near Montreal. Lectures and laboratory. (3 credits)
NOTE: Students who have credits for Geology 021 or equivalent may not take this course for credits.

Mathematics

Mathematics 100
Fundamental Concepts of Algebra
This is a course designed for mature students who need a modern background for Mathematics 101*. Sets, axiomatics, algebraic techniques, inequalities, analytic geometry of lines, circles, parabolas. (3 credits)

Mathematics 101
Elementary Functions
Sets. Field of real numbers. Inequalities. Functions and graphs. Trigonometric, exponential and logarithmic functions. (3 credits)

Mathematics 102
College Algebra
Pre-or Co-requisite: Mathematics 101 or equivalent. (See "general prerequisite" above.) Proofs and implications. The natural numbers and the integers. Mathematical induction. Divisibility, the Euclidean Algorithm, primes, the Fundamental Theorem of Arithmetic Sequences and progressions. Complex Numbers, polynomials, the Fundamental Theorem of Algebra. Combinatorial Mathematics, the Binomial Theorem. Systems of equations, determinants. Cramers' Rule. (3 credits)

Mathematics 103
Differential and Integral Calculus I
Prerequisite: Mathematics 101 or equivalent (See "general prerequisite" above.) Functional notation. Limits and continuity. Differentiation of polynomials. The power, product, quotient and chain rules. Implicit differentiation. Higher derivatives Mean Value Theorem. Rolles' Theorem, Maxima and minima. Applications: tangents to plane curves, related rates. The differential, use in finding approximations. Indefinite and definite integrals, areas and volumes. (3 credits)

Mathematics 104
Vector Analysis and Analytical Geometry
Prerequisite: Mathematics 101 or equivalent. (See

"general prerequisite" above) The Algebra of vectors in two and three dimensional Euclidean vector spaces. Inner and cross products of vectors. Algebraic and vector equations of curves in the plane and in space. Elementary study of surfaces in space. Curves and surfaces in parametric form. Polar, spherical and cylindrical coordinates. (3 credits)

Mathematics 105
Differential and Integral Calculus II
Prerequisite: Mathematics 103. Differentiation and integration of trigonometric functions. Derivatives of inverse trigonometric functions. Locarithmic functions and exponential functions. Methods of integration by parts, by substitution, by separation into partial fractions. Improper integrals. L'Hopital's theorem. Series: Convergency tests, Maclaurin and Taylor theorems. (3 credits)

Mathematics 106
Linear Algebra for the Social Sciences
Prerequisite: Mathematics 102. Operations on Matrices. Determinants. Cramers' rule. Systems, rank. The inverse matrix. The Gauss Jordan method. Mappings, matrix transformation. Linear transformations. Characteristic value, vectors, Quadratic forms. (3 credits)

Mathematics 107
Statistics for the Social Sciences
Prerequisite: Mathematics 101 or permission of Department (See "general prerequisite" above.) Elementary Probability, permutations and combinations. Binomial and normal distribution. Analysis and organization of Statistical data. Tests of hypotheses. Confidence limits. Introduction into linear regression and correlation. (3 credits)

Mathematics 108
Fundamental Mathematics I
Prerequisite: Mathematics 101 or equivalent. This course is intended primarily for pre-Commerce students. Progressions, compound interest, annuities; permutations, combinations and binomial theorem; systems of linear equations, inequalities, linear programming; matrices. (3 credits)
NOTE: Students with credits for Mathematics 102 or equivalent may not take this course for credits.

Mathematics 109
Fundamental Mathematics II
Prerequisite: Mathematics 101 or equivalent. This course is intended primarily for pre-Commerce students. Limits, differentiation of rational, exponential and logarithmic functions, theory of maxima and minima, integration. (3 credits)
NOTE: Students with credits for Mathematics 103 or equivalent may not take this course for credits.

Physics

Physics 101
Mechanics I
This course is no longer offered.
It is replaced by Physics 104 and Physics 124.

Physics 102
Electricity and Magnetism I
This course is no longer offered.
It is replaced by Physics 105 and Physics 125.

Physics 103
Waves and Modern Physics I
This course is no longer offered.
It is replaced by Physics 105 and Physics 126.

Physics 104
Mechanics
Prerequisite: Mathematics 103 previously or concurrently. Kinematics, Newton's Laws of Motion, Statics, dynamics. Conservation of momentum and energy. Periodic motion. Lectures only. (3 credits)
NOTE: See Physics 124 for laboratory associated with this course.
NOTE: Students with credits in Physics 101 or equivalent may not take this course for credits.

Physics 105
Electricity and Magnetism
Prerequisite: Physics 104. Electrical charge and Coulomb's Law, Electrical field and potential Capacity. Steady state and transient currents. Electromagnetic induction and alternating currents. Lectures only. (3 credits)
NOTE: See Physics 125 for laboratory associated with this course.
NOTE: Students with credits in Physics 102 or equivalent may not take this course for credits.

Physics 106
Waves and Modern Physics
Prerequisite: Physics 104. Simple harmonic motion. Wave propagation. Superposition. Stationary waves. Doppler effect. Interference. Diffraction. Photoelectric effect. Compton effect. Bohr's atom. Radioactivity, fission, fusion. Lectures only. (3 credits)

Physics 110
Discoveries in Physics
A non-mathematical course in physics specifically designed for students who have had little or no experience in physics. It traces the fundamental ideas from which modern physics has emerged and attempts to develop insights into the understanding of natural phenomena. Lectures only. (6 credits)

Physics 124
Introductory Experimental Mechanics
Prerequisite: Physics 104 previously or concurrently or permission of the Department. A laboratory course covering fundamental experiments in classical mechanics. Experiments will include resolution of forces, centrifugal force and conservation of energy, pendulums. Laboratory only, 10 experiments. (1 credit)
NOTE: Students who have credits in Physics 101 or equivalent may not take this course for credit.

Physics 125
Introductory Experimental Electricity
Prerequisite: Physics 105 previously or concurrently or permission of the Department. A laboratory course covering fundamental experiments in electricity. Experiments will include Kirchoff's Law, resistors in series and parallel, oscilloscopes, induction, AC. Laboratory only, 10 experiments. (1 credit)
NOTE: Students with credits in Physics 102 or equivalent may not take this course for credit.

Physics 126
Introductory Experimental Waves and Modern Physics
Prerequisite: Physics 106 previously or concurrently or permission of the Department. A laboratory course covering the fundamental experiments in waves and modern physics. Experiments include spectrometer measurements, Newton's rings and measurements involving radioactivity. Laboratory only, 10 experiments. (1 credit)

FACULTY OF COMMERCE AND ADMINISTRATION

Administration

Administration 101
Introduction to Administration
This course is designed to develop a basic understanding of the role of administration in our society (the efficient organization and employment of people in the techno-structure). (3 credits)

Administration 102
Perspective on Business
This course is designed to review the historical development of business (in Canada in particular) and to examine the relationships between the firm (management) and the owners, the employees, the customers, the government and the community. Further, to study some of the problems facing Canadian business today: the dehumanizing aspect, pollution problems, large vs. small firms, foreign ownership, competition, etc. (3 credits)

FACULTY OF ENGINEERING

Computer Science

Computer Science III (N-211)
Introduction to Computers and Computing
An introduction to the essential features of computers and computing systems. Problem solving, algorithms, and flowcharts. Detailed specifications of Fortran with numerical and non-numerical applications.
Lectures: 3 hours per week, 1 term
Laboratory: 1½ hours per week, 1 term
NOTE: Students who have credit for Computer Science 011 or equivalent may not take this course for credit.

Sir George Williams High School

Applicants to the Mature Student Qualifying Programme who wish to correct deficiencies in certain disciplines in which they did not matriculate from high school, (for example, Elementary Mathematics), should register for courses in the Sir George Williams Evening High School. Inquiries concerning the High School should be directed to the Headmaster, Sir George Williams High School, 1435 Drummond Street, Montreal, Quebec.

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111